

**Job Description: Clerk to the Local Governing Bodies**

Line Manager: Trust Governance Professional  
Grade: KR7

**Main Purpose of the Role:**

The Clerk will work alongside the Trust Governance Professional to provide a full Clerking service to the Local Governing Bodies of our nine schools.

**Location:**

The Local Governing Body meetings are held in the following schools:

- Dartford: Fleetdown Primary Academy, Oakfield Primary Academy, Temple Hill Primary Academy and West Hill Primary Academy
- Gravesham: Culverstone Green Primary School, Meopham Community Academy, Riverview Infant School, Riverview Junior School and Wrotham Road Primary School

The successful jobholder will be based at West Hill Primary Academy as well as having the opportunity of working flexibly from home.

**Hours:**

The role is 25 hours per week which are flexible and are to be worked during term-time only. As the Trust continues to grow there will be an opportunity to take on additional responsibilities.

As some of our governing body meetings are held both during the evening, time off is in place during the day to support flexible working and wellbeing.

**Training:**

The post holder is required to undertake all mandatory training as identified by the Trust and there is an expectation that the successful candidate will undertake the Level 3 “Certificate in the Clerking of School and Academy Governing Boards”. The Trust meets all costs in relation to this training.

**Key duties and responsibilities:**

Administration

- Provide effective administrative advice and support to the Local Governing Bodies.
- Assist with the recruitment of Governors and oversee elections.
- Welcome new Governors and work with the Trust’s Governance Lead to provide an induction programme and documentation.
- Maintain and publish a Register of Interests for all Governors and ensure Governors complete a declaration at least annually, in accordance with Trust policy.
- Keep up-to-date and publish Governor membership and attendance.
- Advise Governors of expiry of terms of office so elections or appointments can be organised in a timely manner.
- Maintain meeting attendance records for publication and records of training undertaken by Governors.
- Keep in regular contact with the Local Governing Body Chairs and the Trust Governance Professionals and to assist with any other tasks in relation to the governance of the Trust as may be required.

Meetings

- Prepare agendas in consultation with the Chairs for each of the Local Governing Body meetings and ensure the agenda and supporting documents are produced and issued by the deadlines.
- Attend all Local Governing Body meetings in person and take minutes.
- Prepare detailed minutes of meetings, indicating who is responsible for any agreed action.
- Chair that part of the meeting at which the Chair is elected.
- Record attendance and take action with the Chair regarding any Governor absences.

### **School Responsibilities**

- Contribute to and support the overall aims and ethos of the schools and the Trust.
- Participate in training and other learning activities as required.
- Participate in performance management and development as required by the Trust's policies and procedures.
- Be aware that all employees have a general duty in law to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions.
- Be aware of, and comply with, the health and safety legislation and other requirements that are relevant to the post.
- Demonstrate commitment and enthusiasm to promote the principle of equality and diversity in employment and service delivery.
- Be familiar with Safeguarding requirements in protecting the welfare of children and young people and undertake mandatory safeguarding training.

### **Skills and Attributes**

A Clerk should be able to demonstrate a good selection of the skills/attributes set out below:

#### Core skills and competencies of a Clerk

- Good understanding of the environment in which the Trust is operating
- Personal integrity
- Strong communication skills
- Good organisational skills
- To attend meetings and be prepared to contribute to discussions

#### Behaviour and values

- Understand and support the Trust's vision for education
- To support the Trust and its school's in public and act as an ambassador for the Trust
- To be respectful of the views of others and be open to new ideas and thoughts
- Observe confidentiality when necessary
- To commit to training and skills development

#### Equality and Diversity

- Ensure equality in the workplace regardless of race, age, disability, gender, sexual orientation, or religious belief
- Support people to express their individuality and uniqueness in all areas of life.

*The above are the key accountabilities as currently defined but this is not an exhaustive list; they are not listed in priority order and should not be taken to be so. These accountabilities may be subject to periodic review, and the post holder will be expected to take on such variations as are consistent with the level of responsibility and purpose of the post.*

Signed by postholder: \_\_\_\_\_

Printed: \_\_\_\_\_

Dated: \_\_\_\_\_